

# The Australian Immunisation Register (AIR)

## Submitting information using the AIR site

It's mandatory to record all COVID-19, flu, National Immunisation Program (NIP) schedule and Japanese encephalitis virus (JEV) vaccinations you give on the AIR.

It's important to record vaccine information within 24 hours (if practical), otherwise within 10 business days of administering a vaccine.

You can record overseas immunisation information if evidence is translated into English.

### 1 Identify individual for Medicare and Non-Medicare individuals

From the **AIR main menu**, select **Identify individual**.

You can search for an individual using:

- Medicare card number and Individual Reference Number (IRN)
- Individual Healthcare Identifier (IHI)
- Personal Information (surname, first name, date of birth).



**Once you identify the individual you can record an encounter.**



If the AIR can't find a unique match, check you've entered the details correctly and search again.

If the AIR still can't find a match, you can create a new record by selecting the **Record Encounter** button that will display on the screen.



For more information go to [servicesaustralia.gov.au/hpair](https://servicesaustralia.gov.au/hpair)

### 2 Record Encounter including vaccinations given overseas

Select **Record Encounter**.

**Who performed this immunisation encounter?**

Select **one of the options:**

- I performed this encounter.
- Another provider performed this encounter in Australia.
- This encounter was performed overseas. Please specify country of immunisation.



**Schedule**

This field will show for individuals under 20 years of age, and will pre-populate with the schedule due according to the NIP. If the encounter doesn't align with the NIP schedule, select **Other** to access the full range of vaccine options.

**Date of Service**

Enter the **date** the individual received the vaccine.



**Antenatal indicator**

Select one of the options: **Yes, No, Unspecified**.

**Vaccine/Brand**

Select the **vaccine** or select the 'generic' vaccine if the brand is unknown or it's not listed. **Note:** you can't submit 'generic' if you are the person who performed the encounter.

**Batch Number**

It's **mandatory** to enter the **batch number** for COVID-19, flu and NIP vaccines. This is optional for other vaccines.



**Dose**

This field will show for individuals under 20 years of age when **Other** is selected in **Schedule**. Select a **dose** number.

**Vaccine Type:** Select **funding** category.

**Route of Administration:** It's **mandatory** to report the **route of administration** for Japanese Encephalitis (JEV). This is optional for all other vaccines listed in the AIR.

Select **Add** and then **Submit**.

